

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.14
(ID # 19386)**

MEETING DATE:

Tuesday, August 02, 2022

FROM : FACILITIES MANAGEMENT AND TREASURER-TAX COLLECTOR :

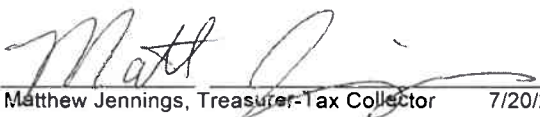
SUBJECT: FACILITIES MANAGEMENT (FM) AND TREASURER-TAX COLLECTOR:
Treasurer-Tax Collector Mailroom Conversion Project - California Environmental Quality Act
Exempt, Approval of In-Principle and Preliminary Project Budget, District 2. [\$172,920, 100%
Treasurer-Tax Collector General Fund 10000]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Treasurer-Tax Collector Mailroom Conversion Project for inclusion in the Capital Improvement Program (CIP);
2. Find that the Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15301, Class 1 Existing Facilities Exemption and Section 15061 (b)(3) "Common Sense" Exemption;

Continued on Page 2

ACTION:Policy, CIP



Matthew Jennings, Treasurer-Tax Collector 7/20/2022


Rose Salgado, Director of Facilities Management 7/21/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Washington, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: August 2, 2022
xc: FM, Treasurer

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

3. Approve in-principle, the Treasurer-Tax Collector Mailroom Conversion Project located in Riverside, California; to secure additional workstations for employees within the department;
4. Approve a preliminary project budget not to exceed in the amount of \$172,920 for the Project;
5. Authorize the use of Treasurer-Tax Collector General Fund 10000 not to exceed \$172,920, including reimbursement to Facilities Management (FM) for incurred project related expenses;
6. Delegate project management authority for the Project to the Director of Facilities Management, or her designee, in accordance with applicable Board policies, including the authority to utilize consultants on the approved pre-qualified list for services in connection with the Project, and are within the approved project budget; and
7. Authorize the Purchasing Agent to execute pre-qualified consultant service agreements not to exceed \$100,000 per pre-qualified consultant, per fiscal year, in accordance with applicable Board policies for this project, and the sum of all contracts shall not exceed \$172,920.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 172,920	\$ 0	\$ 172,920	\$ 0
NET COUNTY COST	\$ 172,920	\$ 0	\$ 172,920	\$ 0
SOURCE OF FUNDS: Treasurer-Tax Collector General Fund 10000 – 100%			Budget Adjustment: No	
			For Fiscal Year: 2022/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Treasurer-Tax Collector's office in Riverside is seeking to convert an existing mailroom within the fourth-floor office space to accommodate the relocation of their Information Technology (IT) department team. The scope of work for the Project includes but is not limited to: redesign of the mailroom to provide four workstations; demolition of existing shelving units; reconstruction of the space to include electrical and data relocation; removal of existing double

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door and conversion to single door with mechanical improvements; patch and paint, and patch installation of new flooring in specific areas as required.

Facilities Management (FM) recommends the Board of Supervisors (Board) approve the Treasurer-Tax Collector Mailroom Conversion Project and that the preliminary project budget is not to exceed \$172,920 to meet project schedule commitments. FM will procure the most cost-effective project delivery method and award in accordance with applicable Board policies.

With certainty, there is no possibility that the Treasurer-Tax Collector Mailroom Conversion Project may have a significant effect on the environment. The Project, as proposed, is limited to interior modifications within the Treasurer-Tax Collector Department interior offices to redesign the existing mailroom to provide four additional workstations for relocated members of the IT Department. The use of the facility would continue to provide normal operations to the public as required by the department, without a substantial increase in capacity or intensity of use. Therefore, the Treasurer-Tax Collector Mailroom Conversion Project is exempt as the project meets the scope and intent of the Common Sense Exemption identified in Section 15061 (b)(3), and Class 1 Existing Facilities I Exemption identified in Section 15301. A Notice of Exemption will be filed by FM staff with the County Clerk within five days of Board approval

Impact on Residents and Businesses

(Commences on Page 4)

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Impact on Residents and Businesses

The Treasurer-Tax Collector Mailroom Conversion Project will improve the capacity of the department to accommodate and assist the public in a more functional setting.

Additional Fiscal Information

The approximate allocation of the preliminary project budget is as follows:

BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	19,500
SPECIALTY CONSULTANTS	2,200
REGULATORY PERMITTING	3,500
CONSTRUCTION	119,500
COUNTY ADMINISTRATION	12,500
PROJECT CONTINGENCY	15,720
PRELIMINARY PROJECT BUDGET	\$ 172,920

All costs associated with this Board action will be 100% funded by the Treasurer-Tax Collector General Fund 10000 and will be expended in FY 2022/23.

RS:SP:RB:CC:mg FM08140012030 MT Item #19386
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Conversion Proj-In Princ&PrelimProjBdgt_080222.doc


Suzanna Heckley, Assistant Director of Purchasing and Fleet Service

7/14/2022


Meghan Hahn, Senior Management Analyst

7/22/2022

**Riverside County
Facilities Management**3450 14th Street, 2nd Floor, Riverside, CA 92501**NOTICE OF EXEMPTION**

June 15, 2022

Project Name: Treasurer Tax Collector Mailroom to Workstation Renovation Project, Riverside**Project Number:** FM08140012030**Project Location:** 4080 Lemon Street, Unit B, west of Lime Street, Riverside, California 92501; Assessor's Parcel Numbers (APNs): 215-131-001, 215-131-002, 215-131-004, 215-131-011, 215-131-005, 215-131-010, 215-131-006, 215-131-009, 215-131-008, 215-131-007, 215-310-001

Description of Project: The Treasurer's office, located in the County Administrative Center (CAC), is seeking to convert an existing mailroom within the fourth-floor office space to four workstations. The scope of work for the Project includes, but is not limited to, redesign of the mailroom to provide four workstations for the relocation of the IT department team; demolition of existing shelving units, and reconstruction of the space to include, electrical and data relocation; removal of existing double door to single door, mechanical improvements; patch and paint, and patch installation of new flooring in specific areas. The conversion of the mailroom to workstations within the 4th floor of the CAC is defined as the proposed project under the California Environmental Quality Act (CEQA). The operation of the facility will continue to provide public services at the existing facility and will not result in an increase in the planned capacity of the existing use. No additional direct or indirect physical environmental impacts are anticipated.

Name of Public Agency Approving Project: Riverside County**Name of Person or Agency Carrying Out Project:** Riverside County Facilities Management

Exempt Status: State California Environmental Quality Act (CEQA) Guidelines, Section 15301 Existing Facilities Exemption and Section 15061(b) (3), General Rule or "Common Sense" Exemption, Codified under Title 14, Articles 5 and 19, Sections 15061 and 15301.

Reasons Why Project is Exempt: The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause an impact to an environmental resource of hazardous or critical concern nor would the project include unusual circumstances which could have the possibility of having a significant effect on the environment. The project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. No significant environmental impacts are anticipated to occur with the conversion of the mailroom to workstations within the 4th Floor Treasurer Tax Collector's Office.

- **Section 15301 (d)–Existing Facilities:** This Class 1 categorical exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the exemption only involves negligible or no expansion of the previous site's use. The improvements within the existing facility are interior modifications needed to maintain an appropriate level of services and are within the planned capacity of the building. The facility provides public services, and the improvements to the existing facility to maintain safe and efficient operation are exempt as they meet the scope and intent of the Categorical Exemption identified in Section 15301, Article 19, Categorical Exemptions of the CEQA Guidelines.
- **Section 15061 (b) (3) – “Common Sense” Exemption:** In accordance with CEQA, the use of the Common Sense Exemption is based on the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.” State CEQA Guidelines, Section 15061(b) (3). The use of this exemption is appropriate if “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” *Ibid*. This determination is an issue of fact and if sufficient evidence exists in the record that the activity cannot have a significant effect on the environment, then the exemption applies and no further evaluation under CEQA is required. See *No Oil, Inc. v. City of Los Angeles* (1974) 13 Cal. 3d 68. The ruling in this case stated that if a project falls within a category exempt by administrative regulation or 'it can be seen with certainty that the activity in question will not have a significant effect on the environment', no further agency evaluation is required. With certainty, there is no possibility that the project may have a significant effect on the environment. The interior modifications within the 4th Floor Treasurer Tax Collector Office to convert the mailroom to workstations are within an existing building to increase the functionality of the facility and will not result in any direct or indirect physical environmental impacts.

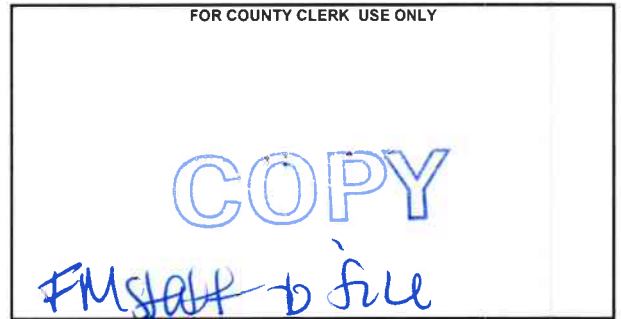
Based upon the identified exemptions above, the County of Riverside, Facilities Management hereby concludes that no physical environmental impacts are anticipated to occur and the project as proposed is exempt under CEQA. No further environmental analysis is warranted.

Signed: _____

Date: 6-15-2022

Mike Sullivan, Senior Environmental Planner
County of Riverside, Facilities Management

Riverside County
Facilities Management
3450 14th Street, 2nd Floor, Riverside, CA 92501



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